

# APPENDIX 1

## 1. INSTRUCTIONS FOR SUBMITTING BID/PROPOSAL

1. Proposals shall be delivered to:

Sacramento Metropolitan Fire District  
2101 Hurley Way  
Sacramento, Ca 95825-3208

Attn: Charlotte Tilson  
Board Clerk
2. To be considered, a response must be:
  - Received by the stated closing time, at the address specified in Paragraph #1, above
  - Duly signed by an officer/owner of the bidder's/proposer's company that has binding contractual signatory authority.
3. Bid proposals shall be clearly marked on the outside package of the sealed bid with the name of the bid and bidder's name. The bid name for this bid is "Request for Formal Bid: Medical Supplies".
4. Bidder/Proposer must submit **six (6) copies** of its response, one (1) clearly marked "Original", the others clearly marked "Copy" and **two (2) CD's** of the proposal in Microsoft format. The "Inventory Cost Spreadsheet for Medical Supplies" only needs to be submitted on the CD.
5. Bidder/Proposer is asked to provide as much information as possible when replying to each point throughout the RFFB/RFFP and the Proposer/Bidder must identify any specific provisions with which it is unwilling or unable to comply. Unwillingness or inability to comply with any specific provisions in the RFFB/RFFP may result in the Bid/Proposal being rejected.
6. Bidder/Proposer must provide contact information to receive bid amendments and changes. Contact information should include: vendor's name, representative's name, phone number, fax number and/or e-mail. Contact information should be forwarded to the Purchasing Agent via e-mail at [martin.debbie@smfd.ca.gov](mailto:martin.debbie@smfd.ca.gov) or by fax to (916) 859-4524

A response submitted **must be in enough detail** to allow the Sacramento Metropolitan Fire District to determine the Bidder's/Proposer's position from the documents received. Every effort should be made to include complete details of services to be provided.